Business & Meeting Etiquette

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Overview

1) Introductions
2) Appearance
3) Meeting Expectations
4) Dining Etiquette
5) Interview Etiquette
6) Gift giving
Introductions

- Hand Shakes
- Eye Contact
- Smile!!
- Stand up when being introduced
- Use the proper titles
Appearance

Men
- Business Professional (Formal)
  - Suit, tie, dress pants, matching socks
- Business Casual
  - Khakis, button down, tie (optional)

Women
- Business Professional (Formal)
  - Suit jacket and dress or pants
- Business Casual
  - Dress shirt, skirt, pants (no jeans)
Meeting Expectations

- Be on time!
  - 5 minutes early is on time

- Meeting Agendas
  - Followed very closely

- Don’t interrupt

- Participation is expected in meetings

- Very important to meet deadlines

- If you don’t understand something, ask questions!
Dining Etiquette

- The napkin
- Appropriate Manners
  - No elbows, don’t talk with mouth full, turn phone off, no slurping
- Fork and Knife
- How to hold the wine
- How to call a waiter
- Serve all women first
- How to indicate you’re finished
Dining Etiquette
Interview Etiquette

- Be prepared!
  - Resume, research, portfolio, questions, etc...
- Always dress business professional
- Watch non-verbal communication
- If in dining setting, don’t consume alcohol
- Thank you letters within 24 hours!
Gift Giving

- Often times discouraged or not allowed
- Cash gifts are never acceptable
- Invitation to lunch is acceptable
  - Whoever invites, pays for the meal
- Business cards
  - No ritual
  - Just used to exchange information
The End

Xie Xie Xie!

Tài Gěi Lì Le!
Work Cited

- http://www.kwintessential.co.uk/resources/global-etiquette/usa.html
- http://www.dailyfinance.com/2010/05/14/job-interview-etiquette-11-mistakes-to-avoid/